Request for Reference

This company has applied for participation in the AWI Quality Certification Program (QCP). The Program requires ten trade references confirming the applicant's performance. Please complete this questionnaire and return it to the firm or you may mail or fax it to the address on the right.

Name of Company asking for a reference: ____________________________
Approximate number of years you have done business with them: __________
Approximate number of projects you worked on with them: __________

Please include your assessment of the following on a scale of 1 to 5 (please circle):

<table>
<thead>
<tr>
<th>Outstanding (5)</th>
<th>Fine (4)</th>
<th>Good (3)</th>
<th>Acceptable (2)</th>
<th>Poor (1)</th>
</tr>
</thead>
</table>

I. Your assessment of the company's reputation and skill as a woodworker:
   A. Quality of materials and workmanship. 5 4 3 2 1
   B. Quality of factory finishing, when included in contract. 5 4 3 2 1
   C. Quality of installation, when included in contract. 5 4 3 2 1

II. Your assessment of Integrity as a woodworker:
   A. Competence of advice and guidance during design, proposal and/or submittal phase. 5 4 3 2 1
   B. Competence of management and fabrication teams during project. 5 4 3 2 1
   C. Competence of job close out processes, including punch lists and warranties. 5 4 3 2 1

III. Your assessment of reputation for responsibility as a woodworker.
   A. Businesslike proposal and change-order forms and procedures. 5 4 3 2 1
   B. On-time delivery of shop drawings, samples, and product. 5 4 3 2 1
   C. Prompt and effective corrective action in the presence of problems. 5 4 3 2 1

Comments: (Please include a separate sheet for additional comments)

Name: ____________________________ Date: __________
Company: ____________________________
Address: ____________________________
City: ____________________________ State: __________ Zip: __________
Email: ____________________________ Phone: __________ Fax: __________
Type of Firm: ____________________________

[ ] Design Firm [ ] General Contractor [ ] Building Owner/User